

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
March 21, 2013**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, VA, on Thursday, March 21, 2013.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
R. Daniel Botsch
Janet L. Heston
Clarkson J. Klipple
Christopher J. Prack

Others Present

Deputy Anthony Cooper
Elizabeth Wolford,
Town Treasurer
Sven Johnson
Pat Johnson

Staff Members Present

John Barkley, Town Administrator

IN RE: CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:32 p.m.

IN RE: PLEDGE OF ALLEGIANCE

Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: COMMUNITY POLICING

Deputy Cooper reported on the fatal shooting on Sunny Ridge Road, and noted that it is still under investigation, and it is not expected that charges will be filed. He also reported that the hope is that press releases will be handled differently in the future, in regards to the location of an incident. Deputy Cooper reported that there was a larceny from a vehicle; destruction of property on Greenwood Drive; and the breaking of a lock on the Round Hill Mini-Mart. In the incident at the Mini-Mart, nothing was found to be missing, and there are no suspects. Deputy Cooper remarked that it was a busy month. Deputy Cooper also reported that the Sheriff's Office Substation has been approved, and construction should begin in the fall. Mayor Ramsey stated that he had seen the electronic sign board that was in use at the intersection of Loudoun Street and Evening Star Drive, regarding locking vehicles; Deputy Cooper discussed the feedback that he had received regarding that. Deputy Cooper also reported that the sign board belongs to the Round Hill station, can be moved relatively easily, and is solar powered; therefore it may be used in various areas of Town easily. Deputy Cooper also reported that he is researching using red-light technology in conjunction with the sign board to enforce

speed limits; he wants to ensure that that would be a legally permissible use. Mayor Ramsey noted that he would like to have radar-enabled signs (that show each driver's speed as they pass the sign) in use in the Town. Deputy Cooper asked that Town Council members e-mail him with any questions/issues. There were no further questions.

IN RE: PUBLIC COMMENT

Mr. Sven Johnson, 35460 Lee Drive, Round Hill, introduced himself. He stated that he is making another appeal for senior living areas in or near the Town, and noted two possible sites for this use. Mr. Johnson noted that there is talent here in this age group, that he believes the Town wouldn't want to see go to the eastern part of the County. Mr. Johnson asked that the Council consider any applications that would encourage a "senior-friendly environment." Mr. Johnson thanked the Council.

Vice-Mayor Graham noted that a citizen had informed her there is graffiti on the tunnel from the subdivision to Sleeter Lake, and made the suggestion that an artist from the Round Hill Arts Center come to embellish/clean up the graffiti. Mayor Ramsey noted that instances of graffiti should be reported to the Sheriff's Office.

IN RE: APROVAL OF AGENDA

Vice-Mayor Graham made a motion to approve the Agenda, but wondered if the budget discussions should be moved to an earlier point in the meeting, so Town Treasurer Wolford may leave earlier. It was decided to move the budget discussion to Item #2 under Business Items. Councilperson Botsch seconded the motion. There was no further discussion. The amended Agenda was approved by a vote of 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Christopher J. Prack	Aye

IN RE: BUSINESS ITEMS

1. Landscaping and Maintenance Services – Town Park

Town Administrator Barkley reported that he had received estimates for landscaping and maintenance of the Town Park, one from Blake Landscapes and one from Epling; the Epling response had just been received today. The Land Use Committee has reviewed the Blake proposal, but, of course, not the one from Epling. Vice-Mayor Graham noted that she didn't see a total cost in the Blake proposal, due, she assumed, to various choices contained in the proposal, and asked if that was correct. Town Administrator Barkley explained how the estimates were prepared using unit prices for services such as mowing; and noted that the two estimates are predicated "on different grounds" but are pretty close in

regards to price. Basic services will cost \$2,500.00 - \$3,000.00 for the year. Vice-Mayor Graham asked why the Town is getting proposals for mowing, as town staff has traditionally done this. Mayor Ramsey stated that he had asked that this be done, and explained the reasons. Mayor Ramsey noted that most towns our size out-source mowing, and that, at the rate quoted, it is less expensive than to have town staff mow. Mayor Ramsey stated that he would like to get our trained water plant staff out of the business of mowing grass; further, this could be used as a test, to see if it is helpful or not. Councilperson Heston noted her concern over spending money on something unnecessarily and thus cause budget constraints in other areas. Vice-Mayor Graham asked if town staff has complained about doing the mowing; Town Administrator Barkley stated that they have not, except for instances when supervisors occasionally found it necessary to mow. Councilperson Heston noted that she feels it is "kind of ridiculous" for supervisors to do this, as the Town has staff people who can do this job. Town Administrator Barkley reported that town staff does take care of the mowing of easements at wastewater treatment facilities. Councilperson Botsch noted that the Town Park did look bad during the summer months last year. Mayor Ramsey noted that a landscaping company could offer a broader array of services; and that using a landscaping company would be cheaper. Also, it was noted that the Town Park would be used as a test, perhaps expanding the use of a landscaping company to do the mowing of the easements at a future time. Mayor Ramsey noted that there are lots of other things the maintenance staff needs to do. Mayor Ramsey noted that he feels using a landscaper would be more cost-effective; in addition, it was noted that there has been no consistent maintenance of the park. Discussion ensued regarding the cost-effectiveness of out-sourcing this versus town staff performing these duties. Councilperson Prack stated that he feels it makes sense to try it for a year and see how it works out. Town Administrator Barkley reminded Council that Sleeter Lake Park is on the horizon and will require maintenance by the Town. Councilperson Botsch asked about the strip of grass along Main Street; Town Administrator Barkley reported that that is not included in these quotes. Councilperson Botsch noted a discrepancy between the two quotes for the cost of spring mulching; Town Administrator Barkley will check on the reasons for this. Councilperson Heston asked if the Town could get a third estimate; Town Administrator Barkley noted that he asked Abernathy & Spenser for a quote, but did not hear back from them. Town Administrator Barkley stated that he would solicit another estimate; Town Treasurer Wolford noted that there are other landscaping firms located in Round Hill. Councilperson Klipple suggested a local firm, as well. Mayor Ramsey suggested that, during the Capital Budget discussion, the Council decide on an amount they would agree to spend on this, and give Town Administrator Barkley the authority to execute a contract. Town Administrator Barkley noted that Blake has previously prepared the park for the Hometown Festival. Discussion ensued regarding the differences between the two bids. Councilperson Botsch asked that it be ensured that the costs quoted are for organic fertilizer, as it

is typically more expensive. Mayor Ramsey asked for a round number to aim for; the Council decided to set that figure at \$2,000.00. Councilperson Heston asked if this work would be completed prior to the Hometown Festival; Mayor Ramsey noted that we could specify that. Town Administrator Barkley asked with whom he should consult regarding this; Mayor Ramsey stated that he could be consulted. Council agreed with this decision.

2. FY 2014 Budget: General Fund Capital Budget

Mayor Ramsey ensured that Council Members have a Capital Budget in their packets. Town Administrator Barkley noted that the Capital Budget was discussed briefly at the last budget meeting. Town Treasurer Wolford noted corrections made in the General Operating Budget to salaries, as requested. Vice-Mayor Graham asked if the cellular antenna revenue figure was changed; Town Administrator Barkley and Treasurer Wolford noted that it had been. Vice-Mayor Graham asked if the cost of refuse and recycling had been changed; Treasurer Wolford noted that it had. This was due to an increase in cost. Treasurer Wolford directed the Council's attention to the last page of the General Capital Improvement Fund. Mayor Ramsey stated that it looked like the Transfer Number hadn't been updated. Treasurer Wolford stated that two Certificates of Deposit would decrease. Town Administrator Barkley noted that, regarding Line #6, Paver Sidewalks/Crosswalks, the conduit issue is "still floating out there," and the Town has not yet received a response from the County regarding this. Mayor Ramsey stated that "we should look at that as our contribution to that project." Councilperson Prack raised the issue of conduit originally being in the plans for this project, and then being removed by the County; Mayor Ramsey elaborated on this issue. It is uncertain if the inclusion of installation of conduit will be reinstated by the County. Town Administrator Barkley reported that he has spoken to the County Administrator regarding this, in order to "put it on his radar;" Mr. Barkley will raise the issue again. Councilperson Prack asked to clarify that this issue does fall within the scope of the project; Mayor Ramsey stated that it does. Discussion of the entire project, in relation to installation of the pavers, ensued. Vice-Mayor Graham noted that, in Line #9, no storm water improvements are included, and asked why. Town Treasurer Wolford clarified that Line #9 relates to the Main Street Enhancement Project. Section B. Section B was moved, as per Council request – nothing has been budgeted. Vice-Mayor Graham asked about the line labeled 'Park Improvements;' it was noted that this was the expense for the Town Park Pavilion. Also discussed was Line #11, which deals with the Town Office. Councilperson Heston asked about the \$75,000.00 figure in Line #10; Mayor Ramsey explained that some of these funds will be going toward the Main Street Enhancement Project, and some toward the Sleeter Lake Park project. There was also discussion of the cost of painting the ceilings and refinishing the floors at the Town Office. Councilperson Heston wondered if the amount budgeted is sufficient; it was decided to increase this amount. Councilperson Botsch sought to clarify that the Sleeter Lake line item is just a

place holder; it was confirmed that it is. Councilperson Heston asked if everything that urgently needs to be done to this building is done. It was determined that it has been. Vice-Mayor Graham asked about the Town Office's parking lot; Town Treasurer Wolford discussed an area that should be green space. Town Administrator Barkley suggested waiting until the Sheriff's Office moves before repairing the entire parking lot. Discussion ensued of the green space requirements in relation to the parking lot/Town Office. Mayor Ramsey asked if there were any other comments. Councilperson Heston asked about salaries; Mayor Ramsey explained that the agenda for this evening's meeting deals with the Capital Budget. Councilperson Heston elaborated on her question. It was decided to discuss this issue when Council is prepared to actually make those decisions. Councilperson Botsch stated that he would prefer to discuss the Utility Budget prior to discussing salaries. There were no further comments.

IN RE: ACTION ITEMS

1. Approval of Minutes

1. February 21, 2013 Town Council Meeting

Councilperson Heston noted that on Page 3, at the bottom, it should reflect that Councilman Botsch was absent, not Councilman Prack, for the vote on the January minutes. Also, Mrs. Heston noted that a member of the community was present who was not listed; that person signed-in on the attendance sheet, so Councilperson Heston asked that her name be added. Town Administrator Barkley noted that, on Page 3, in the third line down, it should be noted that some budget meetings will be held at 7:30. Vice-Mayor Graham asked if the question she had regarding the reference to the parking lot in the January minutes had been checked; Town Administrator Barkley stated that he found no other references about that on the tape recording. Following this discussion, Vice-Mayor Graham moved that the minutes be approved as amended; Councilperson Prack seconded the motion. The minutes were approved by a vote of 4-0, with Councilperson Botsch abstaining. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
R. Daniel Botsch	Abstain
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Christopher J. Prack	Aye

2. Lease Renewal: Town of Round Hill/Western Loudoun Sheriff Substation

Town Administrator Barkley reported that the Sheriff's Office has agreed to a rental rate of \$20.00 per square foot for the space they rent in the Town Office building. Mr. Barkley noted that this amounts to approximately \$10,000.00

more in revenue for the Town for the year. There is an agreement in this addendum to cap any future increases to 3%. Mayor Ramsey reported that this addendum is only in force for one year; if the Sheriff's Office stays beyond that time, it will be necessary to execute a new lease. Mayor Ramsey noted that he will consult with Town Attorney Gilmore before he signs the Lease Renewal. Town Administrator Barkley reported that Ms. Gilmore has reviewed the renewal agreement and "is okay with it." Following this discussion, Councilperson Botsch moved to approve the Lease Renewal; Councilperson Klipple seconded the motion. The motion was approved by a vote of 5-0, with the vote recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Christopher J. Prack	Aye

IN RE: REPORTS

1. Town Administrator's Report

Town Administrator Barkley noted that his report is provided in written form in the packet, and that he would be happy to answer any questions. Mr. Barkley has spoken to the Methodist Church regarding the tree removal on Locust Street; he noted that their Board is meeting tonight and this issue will be brought before them. Town Administrator Barkley briefly discussed a possible cost-share with the church for the removal of the trees. Mr. Barkley noted that he will discuss this further with Mr. Luzzi, the Board representative. Town Administrator Barkley reported that the paving company would be willing to remove the trees; he will obtain an estimate from them and from at least two other companies. Mayor Ramsey asked if the Land Use Committee should be involved in finding a contractor for the tree removal; Councilperson Botsch stated that they needn't be, the Mayor could handle this issue. Mayor Ramsey asked Town Administrator Barkley to ask the church if they would be willing to foot the cost of removing the trees on their property. Councilperson Heston asked about the confusion regarding the size of the water main on New Cut Road, and how it could affect the Town. Town Administrator Barkley stated that he would have an answer to that at the next Utility Committee meeting. Mayor Ramsey remarked about this, and noted that it may lead to an additional utility project. Mayor Ramsey stated two concerns resulting from the questions about this line: problems with water flow, and knowledge of our water system being sketchy, which may require that a survey be done. Mayor Ramsey noted that the Town's next group of capital projects is largely water-related. There were no further questions.

2. Town Planner/Zoning Administrator's Report

Town Administrator Barkley reported in Town Planner/Zoning Administrator Kinsley's absence, and noted that the report is provided in written form. Mr. Barkley also noted that a copy of Mr. Kinsley's Annual Report had been distributed to Council Members. It was noted that proffers for the Creekside project are being reviewed, in particular regarding crosswalks. Councilperson Botsch asked if the Land Use Committee notes had been distributed yet. Town Administrator Barkley reported that they are in the packet, but had not been e-mailed. Vice-Mayor Graham reported that Mr. Kinsley did contact her regarding the nameless plaques at the Town Park; Mrs. Graham suggested that this be put onto the Town's website. Councilperson Heston noted that she has called Mr. Bdyzk and Mr. Etro for help with this issue. Town Administrator Barkley reported that the County has confirmed that they would like to have a meeting regarding easements and dedication of rights-of-way for the Franklin Park Trail Project on April 9, 2013; the meeting to be held in the evening. Mr. Barkley reported that the County would like to meet only with residents actually involved; discussion ensued regarding how this should be advertized. Mayor Ramsey suggested advertizing this as any other public meeting would be advertized, and sending personal letters to those directly affected, dependent upon what the County does. Councilperson Prack reported a conflict with the Planning Commission's public input meeting for the update of the Comprehensive Plan on that date – Town Administrator Barkley will check with Town Planner/Zoning Administrator Kinsley regarding this. The meeting the Sheriff's Office has asked to hold here, in the Town Office, on April 23, 2013, regarding thefts from cars was discussed. There were no further questions.

3. Mayor's Report

Mayor Ramsey reported that there was no TANV meeting or business meeting with the County this month. Mayor Ramsey reported that he did get the Water Rate Study out. Councilperson Botsch asked about the meeting with the County on April 9th, wondering if the County reached out to the Town, or if the Town reminded them. Town Administrator Barkley reported that he reminded them twice, but they offered to hold the meeting on April 9th.

4. Utility Operations, Public Facilities, and Projects Committee

Vice-Mayor Graham noted that most of the issues before this committee will be discussed in the Executive Session. Mrs. Graham reported that Mr. Emery did not come through with a study of possible wells for the Town, and the Committee is looking at another firm to work on this. Councilperson Heston asked about costs related to flooding at the lift station; Vice-Mayor Graham noted that that will be discussed at the Executive Session. Mayor Ramsey asked about the Hayman Lane project; Town Administrator Barkley reported that this project is nearly complete. Mr. Barkley noted that the Virginia D.E.Q. should soon be remitting a check for this.

5. Administration and Communications Committee

Councilperson Heston noted that the minutes from this Committee are before each Council Member, and she briefly reported what the Committee discussed. Mrs. Heston reported that the April meeting will tentatively be moved to April 11, 2013, due to the County meeting behind held here on April 9th. Vice-Mayor Graham suggested referencing the calendar on Kim's desk for scheduling meetings.

6. Land Use Committee

Councilperson Botsch reported that the Committee discussed the nature park, and has asked Dave Ferguson to serve as an advisor on this project. The Committee also discussed Sleeter Lake Park and the Franklin Park Trail project. Regarding Sleeter Lake Park, a possible time line for this project will be discussed with David Bowers. Also, the Committee will find out what the term "passive recreational park" means, and how it will impact the plans for the park. Sidewalks were discussed, particularly on Locust Street. Mayor Ramsey noted that someone from the County discussed the possibility that erecting structures at Sleeter Lake Park could require a special exception from the County; Council would like to explore this further, in relation to a "passive recreational park." Town Administrator Barkley did speak to Mr. Bowers regarding this; Mr. Bowers will elaborate on this issue at the Land Use Committee's April meeting. Vice-Mayor Graham asked when the Council will get the ordinances provided by Deputy Cooper; Councilperson Botsch reported that the Committee wants to accumulate a few items that will require a Public Hearing, and hold one hearing for multiple issues.

IN RE: COUNCIL COMMENTS

There were no Council Comments.

IN RE: EXECUTIVE SESSION

Vice-Mayor Graham moved that the Round Hill Town Council convene in Closed Session to discuss pending and probable litigation in re: to utility and zoning matters as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711(A)(7); and in re: to personnel matters as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711 (A)(1). The following persons were invited: the Town Administrator and the Town Treasurer (for part of the session). Councilperson Klipple seconded the motion. A voice vote was held, with the motion approved by a vote of 5-0. The vote is recorded thus:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Christopher J. Prack	Aye

Mayor Ramsey called for a five minute recess in order to clear the room. The regular meeting was recessed by Mayor Ramsey at 9:10 p.m.

IN RE: MEETING ADJOURNMENT

The Town Council exited closed session at 10:25 p.m. with the following motions:

Motion to resume open session by Vice Mayor Graham, seconded by Councilperson Heston. Passed 5-0.

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Christopher J. Prack	Aye

Motion to certify no items discussed that were not exempt from open session by Vice Mayor Graham, seconded by Councilperson Klipple. Passed 5-0.

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Christopher J. Prack	Aye

Motion to authorize the Mayor to send a letter to East Coast Utility Contractors requesting that the sludge press be taken back and that the Town be fully reimbursed, made by Vice Mayor Graham, seconded by Councilperson Klipple. Passed 5-0.

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Christopher J. Prack	Aye

The regular meeting was recessed by Mayor Ramsey at 10:38 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary